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November 23, 2016

TO: Department Personnel Officers

FROM: James K. Nishimoto, Director *James K Nishimoto*  
Department of Human Resources Development

SUBJECT: January – June 2017 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the first half of 2017. Please disseminate the statewide safety training schedule to your programs. A copy of this safety training schedule can now be downloaded under "What's New" on our HRD website at: <http://dhrd.hawaii.gov/>. Registration and confirmation is through the HRMS Training Registration System. Please schedule in accordance with the following:

- Employees and supervisors can register to attend the Workplace Violence Program (WVP).
- BU1 Non CDL employees who have not attended the BU1 Non CDL Drug and Alcohol Testing Orientation Program (DATU1) are required to attend.
- Supervisors of BU1 Non CDL employees must attend the four-hour BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years.
- Supervisors of HGEA, CDL, and BU10 employees must attend the three-hour Combined Drug and Alcohol Testing Program (CDAT) once every five years.

Also, we are pleased to announce a variety of short on-line, on-demand safety presentations on HRD's on-line training catalog at [https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?OWASP\\_CSRFTOKEN=3d042506517dbc058a4d643ca140cd36612d54086e6da8c9324cb50a6c7a7e78](https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?OWASP_CSRFTOKEN=3d042506517dbc058a4d643ca140cd36612d54086e6da8c9324cb50a6c7a7e78). All interested employees with an employee identification number may register to view these short presentations. We are continually updating our listing of safety presentations and hope that you will find them useful in your accident injury prevention endeavors.

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Should you have any questions, please call me at 587-1100 or contact Lily Chu of the Safety Office at 587-1060.

Attachment

c: Department Heads  
Florencio C. Baguio, Jr., ECD  
Mary Ann Teshima, ASO

**Department of Human Resources Development**  
**Safety Training Schedule 1/1/17 – 6/30/17 by Training Program**

**Workplace Violence Training Program (WVP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
1/10/17	Oahu	0140 0141	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
2/23/17	Kona	0142	12:30 – 2:30pm	Kona Airport Conference Room
3/07/17	Hilo	0143	12:30 – 2:30pm	UPW Hilo, 362 E. Lanikaula St.
4/11/17	Kauai	0144	12:30 – 2:30pm	UPW Lihue, 4211 Rice St.
4/20/17	Oahu	0145 0146	9:00 – 11:00am 12:30 – 2:30pm	Aloha Stadium, Hospitality Room
5/09/17	Maui	0147	12:30 – 2:30pm	UPW Maui, 841 Kolu St.

**Drug and Alcohol Testing Program for Supervisors (CDAT)**  
**(CDL, HGEA, BU10)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
1/26/17	Oahu	0118	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street
2/23/17	Kona	0119	8:00 – 11:00am	Kona Airport Conference Room
3/07/17	Hilo	0120	8:00 – 11:00am	UPW Hilo, 362 E. Lanikaula St.
4/11/17	Kauai	0121	8:00 – 11:00am	UPW Lihue, 4211 Rice St.
5/09/17	Maui	0122	8:00 – 11:00am	UPW Maui, 841 Kolu St.
5/23/17	Oahu	0123	8:30 – 11:30am	Aloha Stadium, Hospitality Room

**BU1 Non CDL Drug and Alcohol Testing Program (DATU1)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
3/21/17	Oahu	0130	9:00 – 11:00am	State Office Tower, Room 204 235 S. Beretania Street

**BU-1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
2/07/17	Oahu	0088	8:00 – 12:00pm	State Office Tower, Room 204 235 S. Beretania Street
2/23/17	Kona	0089	8:00 – 12:00pm	Kona Airport Conference Room
6/22/17	Oahu	0090	8:00 – 12:00pm	Aloha Stadium, Hospitality Room